

SELF-SERVICE CENTER
PROCEDURES: HOW TO SERVE LEGAL PAPERS BY PUBLICATION
GUARDIANSHIP CASES

(Arrange for service after you have filed your papers at the court)

STEP 1 HOW TO PUBLISH: If you are publishing Notice, you should complete the attached letter, describing the documents that need to be referenced by the newspaper for the publication.

A. IF YOU ARE PAYING THE PUBLICATION COSTS YOU MAY USE:

- THE ARIZONA BUSINESS GAZETTE. Call (602)-444-7315) for instructions. If paying by check, make it payable to ARIZONA BUSINESS GAZETTE, **OR**
- OTHER PAPER OF GENERAL CIRCULATION, such as the Record Reporter (602-417-9900) - but it *must* be in required form. **OR**
- Publish in the last known county of residence of the person you are trying to serve.

Note: There are fees for filing all petitions as well as for service of court papers, including service by publication. You may request a WAIVER OR DEFERRAL OF THE FILING AND SERVICE FEES at the time you file your papers with the Clerk of the Court. Service and publication fees can be waived or deferred only if you use the Sheriff's Office to serve the papers or the Record Reporter to publish.

B. IF YOU HAVE A COURT ORDER WAIVING/DEFERRING SERVICE BY PUBLICATION COSTS, you can only use the BUSINESS GAZETTE. Call (602)-444-7315) for instructions. You will need a CERTIFIED ORDER from the Court, WAIVING/DEFERRING COSTS.

STEP 2 WHEN TO FILE:

- **Wait** for the newspaper to send you a copy of the document called AFFIDAVIT OF PUBLICATION. If the newspaper sends you an original, file the original. Otherwise, make sure the original AFFIDAVIT OF PUBLICATION gets filed with the Clerk of Court, Juvenile Division.

STEP 3 GATHER THE PAPERWORK:

- Complete the original of the AFFIDAVIT SUPPORTING PUBLICATION document, which is attached.
- Make a **copy** of the AFFIDAVIT SUPPORTING PUBLICATION for yourself.
- If the newspaper has not filed the AFFIDAVIT OF PUBLICATION, make sure it gets filed by using the attached AFFIDAVIT OF PUBLICATION FORM..

Note that the AFFIDAVIT *SUPPORTING PUBLICATION* and the AFFIDAVIT OF PUBLICATION are two separate documents.

STEP 4 FILE YOUR DOCUMENTS WITH THE COURT:

- Original of the AFFIDAVIT SUPPORTING PUBLICATION and **copy** of the publication, **AND**
- Original of the AFFIDAVIT OF PUBLICATION you received from the newspaper unless the newspaper filed it for you. Make sure you bring a **copy** of the AFFIDAVIT OF PUBLICATION to the hearing.

DO NOT BRING CHILDREN TO COURT (*unless it's the Minor(s) named in this case*).

Case No. _____

Print Your Name: _____

Your Address: _____

Date: _____

Case No. JG _____

Name of Newspaper

Address

To Whom It May Concern:

I need to publish notice in the newspaper regarding **Guardianship of a Minor**, whose name is

(Name of the Minor(s) who needs/need guardian)

Enclosed is the "Notice of Hearing" for a matter about a guardianship (of a minor).

Please publish a notice in your newspaper about this court case on three separate days before the hearing. The first publication must be at least 14 days prior to the hearing, *which is scheduled for*

(date of Hearing)

Also enclosed is (check one box)

- ☐ A check or money order in the amount of \$_____ for the cost of the publication as requested,
OR,
☐ A certified copy of the Order from the court waiving/deferring the publication costs (Arizona Business Gazette only).

When you receive this letter, please call me at (____) _____ to tell me when the first publication will occur. When all three days of publication have been completed, please *file the original* and send me one copy of the **"Affidavit of Publication"**.

Thank you for your assistance in this matter.

Sincerely,

Your name

Enclosures